



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

**Property Controller I
Permanent, Full –Time
\$2902 - \$3527 Monthly**

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

***DUE TO THE GOVERNOR’S HIRING FREEZE, ONLY INTERNAL CDVA EMPLOYEES CURRENTLY IN THE CLASS OR WITH LATERAL TRANSFER ELIGIBILITY WILL BE CONSIDERED FOR THIS VACANCY.**

Final File: Until Filled

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.spb.ca.gov.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

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Duties and Responsibilities:

Under the general direction of the Procurement Services Officer I:

- Responsible for completing the monthly Property Reconciliation Report for major equipment. This report includes the acquisition of equipment through purchase, special repairs, donations, major or minor capital overlay; and the removal of equipment that has been inspected, reported and surveyed as required. Is also responsible to ensure that the figures are accurate and complete, and that all new equipment is inspected and tagged. As "Custodian of Records", identified in the State Administrative Manual (SAM) Sec. 8652. The Property Controller I is responsible for the completion of periodic inventories, reconciliation of annual statements of property inventory for both major and minor equipment by classification and location. Assists departmental staff in obtaining equipment best suited for their needs. Processes all required documentation and prepares monthly special reports for management. Input documents, warehouse inventory, and warehouse information into the computer. Assist with warehouse inventories as requested.
- Coordinate with department staff in the movement of State Property. Maintain the automated record of property accounts daily or as movement occurs for minor and major equipment. The Property Controller I is responsible for recording the acquisition of State property. Properly tagging or marking property to include the release, replacement and/or transfer of property throughout the VHC-CV. Informs employees receiving property of their responsibilities, and issues directives concerning the care and movement of property. Develops policies and procedures for the daily control of property. Determines the quality and kind of equipment to be purchased and writes specifications for goods and services.
- Obtains meter readings from equipment as deemed necessary for the completion of the monthly Copier, Property, and Survey Reports. Complete Transfer of Location Equipment forms, and any documentation required to properly record the disposition of property requiring maintenance, repair, salvage or disposal. The Property Controller I will assist in the preparation of data to justify additional and replacement equipment. Supervise the keeping of necessary property records. Solicit vendor support to accomplish all required preventive maintenance and warranty repairs of all equipment.
- Responsible for maintaining a safe work environment that includes safety training, inspections, and accident prevention. Maintain, inspect and complete mileage reports as required for vehicle(s) used in the movement of property. Performs other related tasks as required.

How To Apply:

Visit the State Personnel Board (SPB) website at: www.spb.ca.gov, to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 11500 Nimitz Ave D413 Los Angeles, Ca. 90049, Attn: G Steward M80 69W 09/10.** All State applications must be postmarked no later than the final filing date.

Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Gwen Steward, Human Resources Office, at (424) 832-8221. TDD: (800) 735-2929**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.